



**MT. BAKER HOUSING**  
**Resident Services Intern**

Position Title: Resident Services Intern  
Reports To: Director of Operations  
Position Classification: Part-Time, Hourly  
Pay Range: \$25/hour

**ABOUT MT. BAKER HOUSING**

At Mt. Baker Housing ("MBH"), our mission is to improve lives and strengthen communities in southeast Seattle by creating quality, affordable housing, and supporting our residents. Our work towards fulfilling our mission is guided by our core values of Inclusivity, Curiosity, Empathy, Courage, Creativity, and Vitality.

Founded in 1988, Mt. Baker Housing was established to preserve the Mt. Baker Village Apartments, a nine-building apartment complex housing primarily Khmer refugees and Khmer American residents. MBH now owns and operates a portfolio of affordable housing properties in South Seattle, with a pipeline of three transit-oriented new construction projects in design and development. By furthering our vision that all people, regardless of income, deserve secure, high quality, affordable places to live, we strive to improve residents' lives by providing vibrant communities that residents are happy to call home.

**POSITION OVERVIEW**

The Resident Services Intern will play a crucial role in connecting residents with essential services and resources, actively supporting residents to have stable lives in their housing, and to connect with their community. The ideal candidate will have a passion for social good, be an undergraduate or graduate student at an accredited college or university and have a keen interest in housing and community engagement. This role involves collaborating with resident services program staff to assess resident needs and develop relevant programs, as well as providing residents with resource referrals and technical assistance in navigating access to resources, and fostering community connection within our properties. The Resident Services Intern will gain practical experience in social work, housing, community engagement, and the opportunity to work in a dynamic and supportive team environment.

**RESPONSIBILITIES**

- Develop and maintain relationships with service provider partner organizations.
- Assist residents in accessing available services and resources.
- Plan and execute resident events and activities that promote community engagement and well-being.
- Support the Resident Services team with administrative tasks, including data entry, filing, reporting, and maintaining resident records.



- Collaborate with team members to develop and implement new resident programs and services.
- Perform other duties as assigned by the Director of Operations.

#### **REQUIREMENTS**

- Strong desire to make a positive social impact and improve residents' quality of life.
- Interest in housing and community development.
- Excellent interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with social media platforms is a plus.
- Positive attitude and a passion for providing excellent customer service.

#### **QUALIFICATIONS**

- Currently enrolled in an undergraduate or graduate program in social work or a related field.
- Prior experience working for a nonprofit or social services provider a plus, but not required.

#### **WORKING CONDITIONS**

The Resident Services Intern will primarily work in an office setting, with occasional travel to job sites, properties, and community meetings. This role may require occasional evening and weekend work.

#### **COMPENSATION & BENEFITS**

The pay range for this position is \$25/hour. The role will require 25-30 hours per week from mid-June through mid-September.

Please send resume and cover letter to [jackie@mtbakerhousing.org](mailto:jackie@mtbakerhousing.org) by 4/30/25.